

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Dennis Andresky/797-1151 by Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING JOSEPH KELLJCHIAN TO PROVIDE KARATE INSTRUCTOR SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

REPORT IN BRIEF: The Town solicited competitive sealed proposals for karate instructor services for the program provided to the public by the Parks and Recreation Department. RFP documents were sent to sixteen (16) prospective proposers. Additionally, the RFP was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received two (2) proposals. The selection committee selected Joseph Kelljchian based on his record of successfully providing karate instruction at the Town for over 20 years and the fact that he offered a lower price to the public for the karate instructions.

PREVIOUS ACTIONS: Not applicable.

CONCURRENCES: Joseph Kelljchian was chosen by the selection committee consisting of William Underwood, Bruce Bernard, Russell Muniz, Mark Kutney, Dennis Andresky, and Herb Hyman.

FISCAL IMPACT:

Has request been budgeted? n/a

If yes, expected cost: revenue to the Town

Account Name: n/a

Additional Comments: The Town receives 25% of all registration fees.

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Recommendation from Parks & Recreation dated January 31, 2006

W-9 form and Vendor/Bidder Disclosure Form from Joseph Kelljchian

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING JOSEPH KELLJCHIAN TO PROVIDE KARATE INSTRUCTOR SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for karate instructor services for the programs provided to the public by the Parks and Recreation Department; and

WHEREAS, the selection committee has selected Joseph Kelljchian as the instructor best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Joseph Kelljchian as the instructor best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0804-572-0324	Karate or Martial Arts Programs	Revenue to Town

METHOD OF PROCUREMENT (check the one that applies)

☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____ 10/19/05
Department Head
Have Funds been Reserved: REVENUE TO THE TOWN
Date: 11/8/05 Signed: P. is NOT REQUIRED.
Signed _____
Town Administrator

<u>BIDS SUBMITTED</u>	
VENDOR	COST
JOSEPH KENJICHIAN	RANKED 1 ST
CRISPIN KARATE	RANKED 2 ND

Signed: _____
Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

VENDOR	COST
JOSEPH KENJICHIAN	RANKED 1 ST

MEMORANDUM

PARKS AND RECREATION DEPARTMENT

TO: Herb Hyman, Procurement Manager

FROM: Dennis Andresky, Parks and Recreation Director

DATE: 1/31/06

SUBJECT: KARATE INSTRUCTOR
B-06-08
BID RECOMMENDATION



Staff has reviewed the two submissions received for the above referenced bid from Joseph Kelljchian and Crispin Karate and recommends that the award for Karate Instructor be awarded to Joseph Kelljchian based on the following:

Joseph Kelljchian:

- Has provided satisfactory service for the specified instruction to the Town since 1982.
- Provides each student two instruction sessions per week at a cost of \$30/month compared to Crispin Karate which is offering each student one class per week at a cost of \$29/month with a discount for additional family members.

Attached are the Bidder Disclosure Form and W-9 Form for Joseph Kelljchian

Please advise if you have any questions or need additional information.

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Joseph KELLICHIAN	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) 5031 SW 160 Ave.	Requester's name and address (optional)
City, state, and ZIP code Southwest Ranches, FL 33331	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

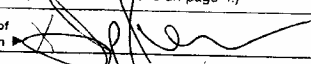
Social security number 216116161031910
or Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶ 	Date ▶ 1-24-06
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

**Town of Davie
Vendor/Bidder Disclosure**

I, Joseph Kelljchian, being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Joseph Kelljchian
Address: 5031 SW 160 Ave.
SW Ranches, FL 33331
FEIN: _____ TIN: S.S. #261-66-0390
State and date of incorporation: _____

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Names, Addresses, and Titles of Individual Who Will Lobby:

Full Legal Name	Address	Ownership
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

NONE

By:

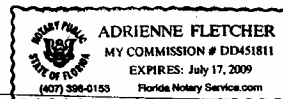
Signature of Affiant

Date:

1-24-06

Joseph Kelljchian
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 24 day of January 2006 by Joseph Kelljchian, he/she is personally known to me or has presented Dr. License as identification.



Notary Public, State of Florida at Large

Print or Stamp of Notary

Serial Number

My Commission Expires :

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